NON-REFERENCING MISCELLANEOUS ORDER (MX)

Obligations for Working Capital Fund will be created from funding memo sent from Departmental Offices.

DOCUMENT ID: See **Document Numbering**

MX **Header Screen** Required Fields

Scan VNAM for Vendor Code, if necessary.

1.	MO DATE	Enter the effective date of the obligation.
2.	ACCTG PD	Enter appropriate Accounting Period.
3.	VENDOR CODE	Enter a valid vendor code (VEND).
4.	TRANS TYPE	01
5.	NEG PYMT DAYS	For FRB Reimbursements - enter 45 days, otherwise leave blank.
6.	CONTACT	Used for **GLISF** only. Enter the name of the debtor shown in the upper left hand corner of the memo as "File of". Name is formatted last name then first name.
7.	RESP PERSON	Enter the first name and last initial of accounting technician who processes these payments. This will allow us to run reports/queries to aid in distribution of invoices by identifying the technician to which a particular folder has been assigned. (Ex. - JohnS for John Smith)
8.	BFYS	Enter the two digit budget fiscal year.
9.	FUND	Enter valid fund (FUND).
10.	DOCUMENT TOTAL	Enter the TOTAL obligation amount

MX **Line Screen** Required Fields

1.	LINE	Enter "**001**" (must be three digits)
2.	BUDGET ORG/SUB	Enter Cost Center (ORGN Table)
3.	PGM	Enter the applicable program code (PGMT). If none apply, leave blank.

4. BOC/SUB   Enter Budget Object Code (BOCT).

5. RPTG   Enter applicable reporting category code (RPTG). If none
                       apply, leave blank.

6. AMOUNT   Enter the amount for each line of the purchase order or other
                       document

Repeat Line Section steps 1 - 6 if there are additional lines to be entered.

Perform a **Quick Edit** on the transaction (Action **Q**). Verify vendor code, accounting
information (BFY, Fund, Budget Org, BOC).

Please see the ERRG table for solutions to any error messages received.

Process through **Pass2** (Action **W**).

Table Updates ━━━━━━━━━━━━━━━━━━━━━━━━

OBLH   Orders Header Inquiry Screen
OBLL   Purchase Order Accounting Line Inquiry Screen